
Distance Learning FAQs

Frequently Asked Questions for EKA Students & Families

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Frequently Asked Questions

- **What does it mean when a teacher returns an assignment and there is a grade attached? Does my child have to resend it again?**
 - **Answer:** If the assignment is a picture (JPEG, PDF) that was uploaded, when the teacher sends back the notice that something has been graded, it will give the option to resubmit. It does not need to be submitted again. The assignment has been graded. The student has an opportunity, if they want, to resubmit the assignment for a higher grade, with teacher approval.
 - **What does it mean when a teacher returns an assignment and there is not a grade attached? Does my kid have to resend it again?**
 - **Answer:** Once an assignment has been returned, if it was a photo/picture upload, it does not need to be submitted again unless the teacher has asked you to resubmit. Watch for the comments in Google Classroom associated with that assignment for clarify. Please check Infinite Campus for grades. Teachers will update the grades in Infinite Campus on a weekly basis. This is not an automatic process and will take time.
 - **Why wasn't my child admitted to the live lesson?**
 - Starting Wednesday September 16, students will not be granted entrance into the Zoom class from the waiting room after the first 5 minutes of class. The reason for this is to minimize class disruptions while a lesson is being presented. When students join classes late, they do not know what the classes are working on, they miss vital information and concepts, and are unable to complete the assignments because they are missing the directions that have already been given. Teachers will post the recorded session after class is over for students to watch and complete their assignments. This will ensure that they are receiving all of the information they need to satisfactorily complete their assignments.
 - A teacher may remove or block a student from a live class for issues such as behavior or non-participation in an assigned activity.
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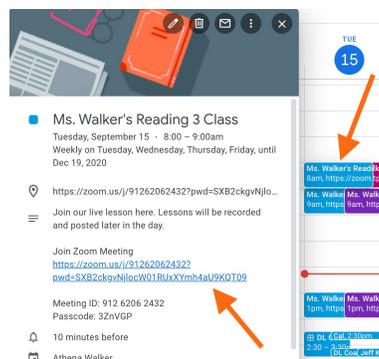
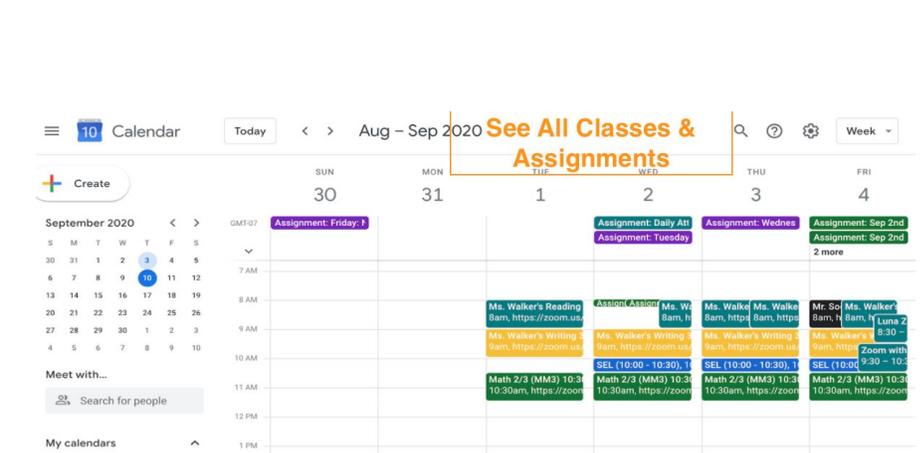
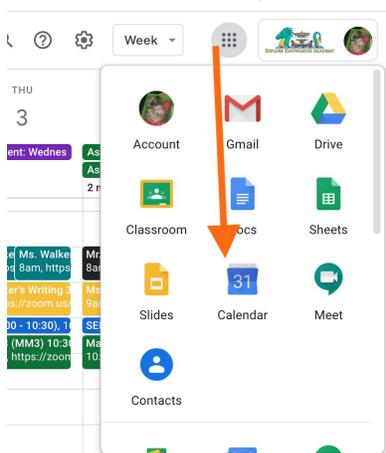
- **Where do I find the recorded videos for a class?**
 - **Answer:** Each class is recorded and the recording can be found in Google Classroom. In Google Classroom, go to “Classwork” and you will find each daily recording there, labeled with the day and date of the recording. Since classes last until 3pm each day, you may not see recordings until after that time once teachers have had a chance to edit and upload the videos.
- **Do I have to scroll through the stream to find assignments for my student?**
 - **Answer:** No. Assignments can be seen on the Google Calendar or by going to Google Classroom, clicking on the class you want to see assignments for, and going to “Classwork.”
- **Why can't I see my student's attendance in IC anymore?**
 - **Answer:** Student attendance is corrected in Infinite Campus on Mondays and it takes about a day for the program to update. Attendance in Infinite Campus should be correct on Tuesdays, for the week prior.
- **How do I know my student's schedule?**
 - **Answer:** Once a student logs into Google Classroom, they will see all of their classrooms and their schedule. The times for each class are contained within the title of the class.
- **Which is right, the schedule in IC or the one on Google Classroom?**
 - **Answer:** Please go by the schedule in Google Classroom. The Infinite Campus schedules are not correct.
- **Do I have to email the teacher if my student misses a live stream meeting? Will they still get attendance credit if I forget?**
 - **Answer:** You do not have to email the teacher if your child misses a live class meeting. Have your child watch the recorded lesson and complete assignments. They will receive attendance credit as long as they are completing daily assignments, have attended a live lesson, **or** have contacted the teacher via email or Google Classroom and have communicated about their grades, a lesson, or asked academic relevant questions.
- **How do I print using a school Chromebook?**
 - **Answer:** Find the IP address off the printer. We don't have directions for that, since there are so many printer models out there. You can Google search “find ip of _____ printer”. Once you have this, go to the Chromebook.
 1. At the bottom right, select the time.
 2. Select Settings .
 3. At the bottom, select Advanced.
 4. Under “Printing,” select Printers.
 5. Next to “Add printer,” select Add printer .
 6. Enter your printer information:
 - Name: Enter any name.

- Address: Enter your printer's IP address.
- Protocol: For most printers, the supported connection protocol is IPP.
- Queue: For most printers, the queue is ipp/print.

7. Select Add.

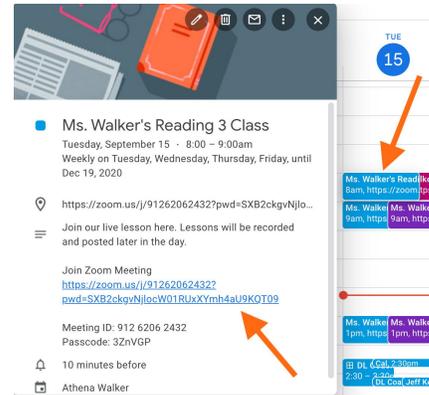
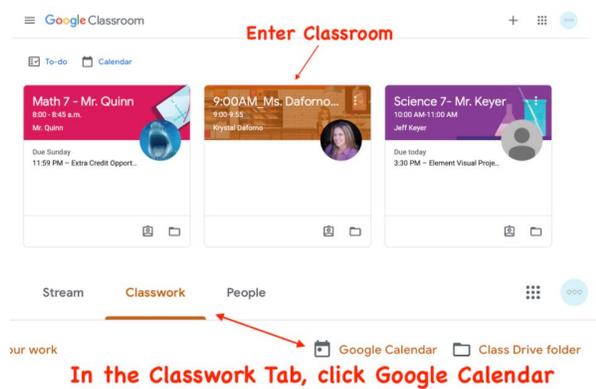
- **Is it too late to order books, or art packets or supplemental materials?**
 - **Answer:** No, you may still order books, art packets and supplemental materials through the webstore at <https://www.ekacademy.org/webstore/>
- **How do I subscribe to receive weekly progress reports from Google Classroom?**
 - **Answer:** As a guardian, you can get email summaries about your student's activity in Classroom. Email summaries do not include grades. For grades, please log on to Infinite Campus.
 - To get email summaries of your student's work, you must accept an email invitation from a teacher or administrator. You have 120 days to accept an invitation before it expires.
 1. The teacher or administrator emails you an invitation to join your student's class.
 2. In your email program, open your email invitation.
 3. Click Accept.
- **How do I attach work to an assignment in Google Classroom?**
 - **Answer:** Your child must be signed in to his or her Google account to attach work. Therefore, save any pictures, documents, etc. that they need in their student Google Drive.
- **How do I upload a photo of my student's work to the Google Classroom?**
 - If your student wrote out the answers to the work on paper, the student can submit photos of work on Google Classroom. If using a phone to take photos of the work, take the photos first. Then,
 - Get the Google Classroom app:
 - Apple App store: <https://apps.apple.com/us/app/google-classroom/id924620788>
 - Google Play Store: https://play.google.com/store/apps/details?id=com.google.android.apps.classroom&hl=en_US
 - Log into the Google Classroom app on the phone used to take the photo. Use your students EKA email address from their login and password. EXAMPLE: If their login is johnd12345 then their email is johnd12345@ekacademy.org and use their normal computer password.
 - Once logged in, click the class the student wants to enter.
 - Click the assignment for which you want to submit a photo of work.
 - If you want to work on the document on your phone, you can. Just click the text area and start typing or just upload a photo you've already taken of the work done on paper.

- Click the UP arrow above the words Your Work and the word Assigned. That will let you attach a file (or in this case, photos.) If you want to attach a photo of your work you've already taken rather than type the document in the phone, touch Add attachment. You can repeat this process for as many photos as you need.
- Click File to add your photo. Once you've clicked File, you'll be able to select your photo of your work.
- If you click Images, it will only show you photos or images on your phone. If the photo of your work was the last photo you took, it should be first on the list!
- Then select Turn.
- Repeat the process for as many photos as you need to submit.
- Click Add Attachment for each photo you want to submit.
- If you realize you submitted the wrong photos after you clicked Turn in, just go back to the assignment and click Un-submit.
- See the attached video for step by step instructions.
- **I have gone to the Google Calendar but I still don't see the Zoom link. What do I do?**
 - **Answer: There are two ways to view Zoom links on the calendar:**
 1. From the waffle (3 rows of 3 dots) click on Calendar. From here you can see all of your child's classes, assignments, and access the Zoom links for each class.

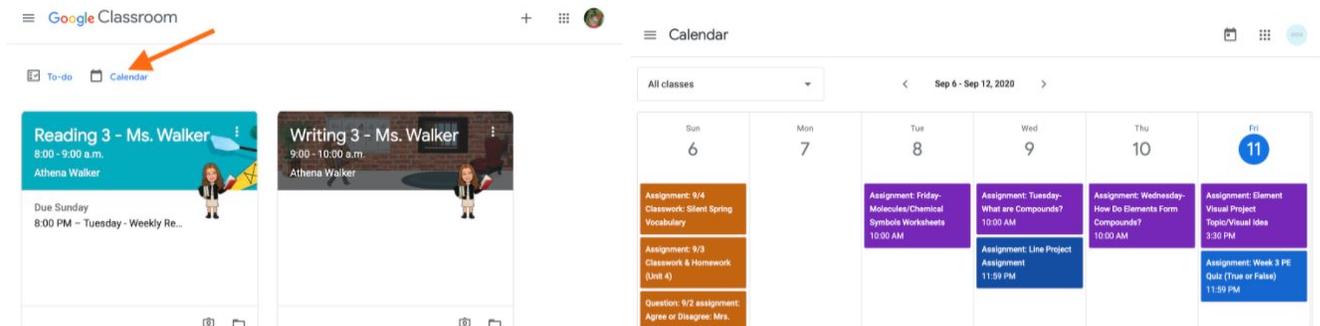


Click on the class to see the Zoom link.

2. **Another way** to find the Zoom link is to go to the Google Classroom you need the link for, click on the “Classwork” tab, then “Calendar.” From there, click on the class to see the Zoom link.



CAUTION: Clicking on the Calendar button seen below from the main page will bring you to a calendar with only the assignments in it, not the complete calendar with links.



● **Where do I find my student's assignments?**

- **Answer:** Assignments are posted in Google Classroom in the “Classwork” tab for each class. To see all of your child’s assignments from all classes in one place, follow these steps: From the waffle (3 rows of 3 dots) click on Calendar.

